



Museum Association of Arizona
P.O. Box 63902, Phoenix, Arizona 85082-3902
www.azmuseums.org

CALL FOR NEWSLETTER EDITOR

The MAA is a non-profit organization dedicated to the enrichment and support of Arizona's museum community. Organized in 1982, the Museum Association of Arizona:

- Fosters Communication and cooperation between Arizona museums and related organizations
- Provides educational opportunities for the whole museum community
- Advocates and publicizes these objectives statewide

The Museum Association of Arizona (MAA), a non-profit 501(c)3 organization representing Arizona museums statewide, is making a formal request for proposals to fill the position of MAA Newsletter Editor. The museum's newsletter, while formatted to appear as a printed newsletter, is a paperless publication distributed primarily through Internet and email resources as a PDF (Adobe® Portable Document Format).

The focus of the newsletter content is museum related issues within the state of Arizona. These issues include, but are not limited to, the subjects of political advocacy, professional development, website calendars and pertinent event dates, and board-related needs/changes. An example of the current MAA Gallery may be viewed at www.azmuseums.org.

The MAA Newsletter Editor will be responsible for:

- Writing, compiling, editing and formatting electronic text for the Association's quarterly newsletter
- Providing, and in some cases, taking photographs that will accompany various contributions to the newsletter
- Working closely with the board, soliciting articles from key board members and regional representatives
- Working closely with the MAA Newsletter designer, Web Editor, and Communications Committee to expedite and disseminate information through the appropriate venue (i.e. reviewing time sensitive information and making the determination if it's more appropriate for the website versus the newsletter).
- Attending the MAA Annual Conference yearly, if possible

The MAA Newsletter Editor must:

- Be familiar with Arizona's museum community and members
- Have previous experience with editing
- Be proficient in Microsoft Office or equivalent

This position will pay \$300 per quarterly issue, \$1200 annually (based on the organization's fiscal year). This position will also include an additional \$300 for the first issue

Please submit, by email, a letter of interest, a resume and sample newsletter designs to:

Mitch Menchaca

Secretary of the Museum Association of Arizona

mmenchaca@azarts.gov

The deadline for to apply for this position is Thursday, September 6, 2007.